

**DITY CHECKLIST AND CERTIFICATION OF EXPENSES**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

**1 Copy of orders with endorsement or amendments**

- ☐ 1 Original DD 2278
- ☐ 1 Voucher for advance operating allowance
- ☐ 1 Certified empty weight ticket with name, SSN, signature of weight master
- ☐ 1 Certified loaded weight ticket with name, SSN, signature of weight master
- ☐ 1 Original DD 1351-2 with address, dates and member signature
- ☐ 1 Original fuel, oil and toll receipts
- ☐ 1 Copy of rental contracts
- ☐ 1 Copy of moving equipment receipt
- ☐ 1 Copy of registration(s) for POV(s), boat(s), or trailer(s), if applicable

**Be sure name and SSN are on all documents.**

**Be sure all documents are dated properly.**

**Be sure all documents requiring signature of member are signed.**

**Be sure to keep a copy of everything turned in for payment.**

**It is suggested that you send your paperwork – “Return Receipt Requested”.**

NOTE: Expenses claimable are payments to rental companies for rental vehicles, packing materials, moving equipment such - a hand truck and Furniture pads, gas, oil, tolls and weighing expenses. Expenses not claimable include, but are not limited to, tow doilies, tow bars, auto transporter, Insurances, Sales tax. meals and lodging

Rental Vehicle Expense:	\$ _____
Gas, Tolls & Weighing Fee: _____	\$ _____
Moving Equipment:	\$ _____
Other Expenses:	\$ _____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Total Moving Expenses Claimed: \_\_\_\_\_

I certify the above amounts have been Incurred as expenses on my DITY move

From: \_\_\_\_\_

To: \_\_\_\_\_

**PRIVACY ACT STATIIMENT**

Authority: 5 U.S.C. 5701-5742, 37 U.S.C. 404-427 and E.O. 9297. **PRINCIPLE PURPOSE :** used for reviewing, approving, accounting and disbursing for office: SSN is used to maintain identification system for individual claims and to report income to Internal Revenue Service. **Routine uses:** To substantiate claims for incentive payments for movement of household goods. **Disclosure:** Voluntary failure to furnish information requested may result in partial or total denial of claim and/or improper tax application. **Note:** Expense certified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expense. Tax withholding will 28% of profit (Entitlement minus expenses)

I understand the penalty for willfully making a false statement of claim is a *maximum* fine of \$10,000.00, maximum imprisonment of five years, or both (U.S.C., Title 18, Section 287).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date